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**PERSONNEL COMMITTEE
MEETING MINUTES
November 8, 2004**

Chippewa County Clerk

A regular meeting of the Chippewa County Board of Commissioners' Personnel Committee was held on Monday, November 8, 2004 at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairperson Dale called the meeting to order at 6:10 p.m. with a quorum present.

MEMBERS PRESENT: Rita Dale, Chairperson, Earl Kay and Postula

MEMBERS ABSENT: None

OTHERS PRESENT: Kelly Beaune, Recorder

Additions / Deletions to the Agenda

Chairperson Dale called for additions or deletions to the agenda.

It was moved by Commissioner Postula, seconded by Commissioner Kay, to approve the agenda as presented. On a voice vote, the motion was CARRIED.

Public Comments

Chairperson Dale called for public comments. No public comments were offered.

Correspondence and Information Items

No correspondence or information items were received.

Agenda Items: Staff Hours Increase

Sharon Kennedy presented a request to increased hours for the Register of Deeds office staff to 40 hours per week until July 1, 2005. All extra hours worked would be charged to the Technology Fund.

It was moved by Commissioner Kay, seconded by Commissioner Postula, to recommend the approval to increase the Register of Deeds' staff hours to 40 hours per week until December 31, 2004, all to be funded by the Technology Fund. On a voice vote, the motion was CARRIED.

Replace Deputys

Sheriff Jeff Moran recommended the Committee to approve of his recommendation to hire Paul Stanaway as a full time corrections officer. Mr. Stanaway would replace Paul Eagle who resigned in August. Sheriff Moran also replaced Jeffrey Erickson with Peter Cole. Deputy Erickson is now working as the Rudyard School Liaison Officer.

It was moved by Commissioner Kay, supported by Commissioner Postula, to recommend approval of Mr. Stanaway and Mr. Cole as a full time corrections officers. On a voice vote, the motion was CARRIED.

Committee Comments

There were no additional committee comments.

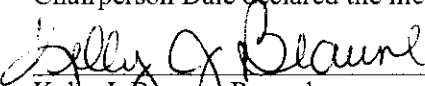
Chairperson's Comments

Chairperson Dale had no additional comments.

Adjourn

It was moved by Commissioner Kay, seconded by Commissioner Postula, to adjourn the meeting. On a voice vote, the motion was CARRIED.

Chairperson Dale declared the meeting adjourned at 6:25 p.m.



Kelly J. Beaune, Recorder



Rita Dale, Committee Chairperson



**CHIPPEWA COUNTY
BOARD OF COMMISSIONERS
PERSONNEL COMMITTEE**

Rita Dale, Chairperson

NOTICE OF MEETING

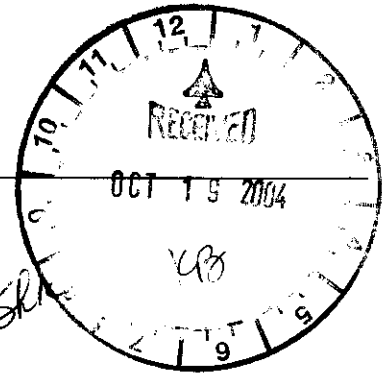
The Chippewa County Board of Commissioners Personnel Committee will hold a regular meeting on Monday, November 7, 2004 beginning at 6:00 p.m. at the Chippewa County Courthouse in Sault Ste. Marie, Michigan

TENTATIVE AGENDA

- A. CALL TO ORDER AND ROLL CALL**
- B. ADDITIONS / DELETIONS TO THE AGENDA**
- C. APPROVAL OF THE AGENDA**
- D. PUBLIC COMMENTS**
- E. CORRESPONDENCE AND INFORMATION ITEMS**
- F. AGENDA ITEMS**
 - 1. Increase of Hours for Technology Fund
 - 2. Replacement Sheriff's Deputy
 - 3. Other
- G. COMMITTEE COMMENTS**
- H. CHAIRPERSON'S COMMENTS**
- I. ADJOURN**

In compliance with the Americans with Disabilities Act, persons with physical limitations that may tend to restrict access to or participation in this meeting should contact the County Controller's office (906 635-6330) at least twelve (12) hours prior to the scheduled start of the meeting.

interoffice MEMORANDUM



to: COUNTY PERSONNEL COMMITTEE
from: Sharon H. Kennedy, Chippewa County Register of Deeds
subject: Temporary increase of staff time
date: October 19, 2004

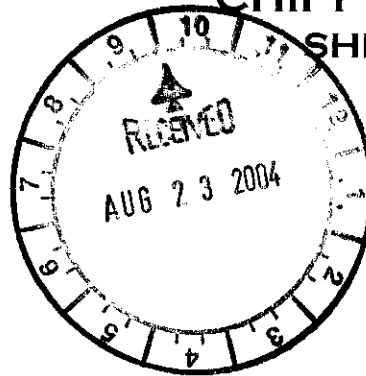
As we discussed, one of my staff members is scheduled for medical leave November 11 through November 26. Additionally, in order to comply with tech fund legislation, we must timely process all recordable instruments and increase our database to encompass 40 years of documents to facilitate computer searching capabilities both onsite and via the internet.

We have 14 years of documents on our system now, so we need to add 26 more years. Adding these documents requires: (1) film conversion to digital image and (2) adding indexed records for each of those converted images. Both steps are labor intensive, but must be done before we can launch search capabilities onto the internet, which is ultimately our goal. Staff time is required to complete the conversion process. Although the tech fund cannot fund full time staff, it can be used to pay for temporary staff to complete the conversion. Rather than hire outside temporary staff, I am suggesting that we increase our current staff time by 5 hours per person until July 1, 2005. It does not make any sense to hire additional people and spend time training them to do this conversion when we have expert staff on board now who require no training and can accomplish the task much more efficiently and cost effectively. The additional staff time would have to be kept track of separately and charged against the tech fund for accounting purposes. Both the 2004 and 2005 tech fund budgets provide adequate funds for this expenditure and I am requesting that it be approved as stated above.

It is also worthwhile to note here that the money earned from enhancing the access to records in the register's office will benefit the general fund, so the sooner enhanced systems are installed, the sooner additional earnings can accrue. The automation fund is really an investment in the future and will allow us to operate more efficiently using newer technologies.

Please advise whether this is acceptable.

**CHIPPEWA COUNTY
SHERIFF'S OFFICE**



Jeffrey L. Moran
Sheriff

Robert J. Savoie
Undersheriff

325 Court Street
Sault Ste. Marie, MI 49783

Ph: (906) 635-6355
FAX: (906) 635-6336

August 23, 2004

TO: PERSONNEL COMMITTEE

FROM: Jeffrey L. Moran, Sheriff

RE: REPLACEMENT DEPUTY

This letter is to inform you that Paul Stanaway has been hired in corrections to fill a county approved full time position that became vacant.

Paul's effective date of full-time employment will be August 15, 2004. The wage and benefits package should reflect the current contract for the corrections unit.

Paul has worked for the Chippewa County part-time for approximately 1 ½ years in corrections, transports and the community service programs.

Thank you in advance;

A handwritten signature in black ink, appearing to read 'J. L. Moran'.

Jeffrey L. Moran, Sheriff

D.A.R.E. TO KEEP KIDS OFF DRUGS

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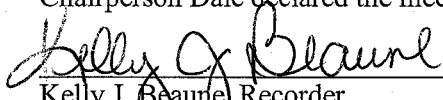
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Kelly J. Beaune, Recorder



Rita Dale, Committee Chairperson